

3- Year Technology Plan Guideline

(Fill in all highlighted areas)

Please complete your three year technology plan using the guidelines presented below. In addition to submitting the plan itself, please also submit the following:

- A signed copy of this page
- A signed copy of page 2 for each school covered by this plan
- A signed page 3

Ideally, the technology plan should be organized according to the sections presented below, if the formatting of your plan will not allow this, please note the section and subsection from these guidelines in your plan as you address them (e.g., Section 1.2, Section 2.3 etc.)

Corp#: _____

Corp Name: _____

New Plan Period: 7/1/10 to 06/30/13

Contact Name: _____

Creation date of Technology Plan Draft:

Phone: (____) _____ Ext.: _____

(Date your plan was first written - before filing your E-Rate 470 in any year)

E-Mail: _____

Section I - A corporation overview that is aligned with local corporation initiatives **(not more than three pages)** that addresses:

1. The school corporation's technology vision, mission and goals.
 - The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services.
 - What technology vision, mission, and goals have you identified in your library service or school improvement plan?
 - What accompanying strategies have already been identified to reach those goals?
2. The corporation's current technology infrastructure and infrastructure plans.
 - What is your present state of technology?
 - What do you have and what do you hope to have in the near future. (Be specific)
3. How will technology be used to support teaching and learning?
 - What specific telecommunications and information technologies (such as access to the Internet, access to remote databases, distance learning, etc.) are useful in helping you reach your goals?
 - What are the specific resources (e.g., trainers, selected curricular software, Internet access, link to subscribed databases, etc.) that you plan to acquire to help reach your goals for improved teaching and learning or improved library service?
4. What are your telecommunication services that fall outside of basic telephone services?
 - Such as PBX, VOIP, Centrex, etc...
 - If you are not using such services, please indicate.

Signatures

(Corporation Overview Completer and Contact Person may be the same individual)

Signature: _____ Title: _____ Date: _____
Overview Completer

Signature: _____ Title: _____ Date: _____
Contact Person for this Plan



Section II - An **individualized building plan**, for each building in the corporation, that is aligned with local PL221 plans (**not more than three pages per building**) that includes:

1. A description of how the school will integrate technology and the Internet into the curriculum;
 - What technology tools will students use in the different academic areas to complete projects?
2. A description of the professional development strategies to be used in providing in-service to teachers and staff;
 - The plan must have a professional development strategy to ensure that staff knows how to use these new technologies to improve education or library services.
 - What are the specific professional development plans over the next three years?
 - How will professional development take place? (E.g. classes, individualized instruction, summer institute, etc.)
 - Who is responsible for coordinating the professional development?
3. A process of how the need for the Internet, telecommunication and other technology in the school will be assessed;
 - The plan must include an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services.
 - You should describe the process for determining the need for telecommunications, the Internet and other technologies.
 - Who decides what you need, who will participate in the assessment and what will be assessed?
 - What are the assessment measures (benchmarks) and how will they be assessed? (strategies)
 - How often will they be assessed?
 - Who is in charge of coordinating the assessment?
4. A strategy of how the **overall program** will continuously be assessed and evaluated;
 - What is the process for evaluating the plan?
 - Who is in charge of the process?
 - How often will the process take place?
 - What strategies will be used to determine whether the plan is working or not?
 - *The **one year update** should be used to monitor progress and make mid-course corrections and adjustments in response to new developments and opportunities as they arise.*

Signature

(This page needs to be submitted for each school that is part of the corporation plan. A corporation with five schools would submit five copies of this page with the respective principal signatures.)

School: _____ School #: _____

Signature: _____ Date: _____
Building Principal



Section III - The amount budgeted EACH YEAR for technology.

	2010-11	2011-12	2012-13
Hardware:	\$ 	\$ 	\$
Software:	\$ 	\$ 	\$
Professional Development:	\$ 	\$ 	\$
Telecommunications	\$ 	\$ 	\$

This plan must provide a sufficient budget to acquire and support the E-Rate non-discounted elements of the plan: the hardware, software, professional development and other services that will be needed to implement your strategies.

The Treasurer should sign the budget stating that the corporation and the individual buildings are making plans that can actually be carried out financially.

Signature

Signature:
Treasurer

Date:

Signature

The Superintendent has reviewed this technology plan and to the best of his/her ability, will see that it is carried out.

Signature:
Superintendent

Date:

Please submit your technology plan to:
 Mark Broderick
 Center for Information Systems
 Indiana Department of Education
 151 W. Ohio Street
 Indianapolis, IN 46204-2798

